



**hank agency group**

## Wedding Information Sheet

This information sheet has been designed to help both you and your bandleader facilitate the flow of events at your reception. Please write clearly and fill out this form as precisely as possible. It is helpful if difficult names are written phonetically. Please return this sheet, along with any additional instructions, to **hank agency group** no later than **THREE** months prior to your wedding. If you have any questions regarding this form, please contact your agent at (617) 628-0400.

Wedding Date: \_\_\_\_\_

Name of Bride & Groom: \_\_\_\_\_

Name of Band or Entertainment: \_\_\_\_\_

Venue/Reception Site: \_\_\_\_\_

Indoor Event or Tent?: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Name of Ballroom: \_\_\_\_\_

City, State: \_\_\_\_\_

Arrival Time for Guests: \_\_\_\_\_

Phone # @ Venue: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Name of Hostess or Maitre D': \_\_\_\_\_

Band's Performance Times: \_\_\_\_\_

1. 1. Please list the following in the EXACT order of introduction and exactly as their names are to be announced by your bandleader. It is helpful if difficult names are written phonetically. If you do not wish to have any introductions made, simply leave this section blank.

2. 2. Parents of Bride: \_\_\_\_\_

3. 3. Parents of Groom: \_\_\_\_\_

4. 4. Bridesmaids Ushers

a. a. \_\_\_\_\_

b. b. \_\_\_\_\_

c. c. \_\_\_\_\_

d. d. \_\_\_\_\_

e. e. \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

5. Maid / Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bride & Groom (exactly as they are to be announced): \_\_\_\_\_

Return this form to **Hank Agency** at **P.O. Box 1259 Boston, MA 02130 (617) 628-0400** or fax us at **(617) 522-2597**.

6. 6. Name of Person to say Blessing: \_\_\_\_\_ 7. Name of Person to give Toast: \_\_\_\_\_

8. Time of Cake Cutting Ceremony (check one): \_\_\_\_\_ Type of Cake Cutting Ceremony (check one): \_\_\_\_\_  
a. a. After Main Course \_\_\_\_\_ a. Traditional (sing-along) \_\_\_\_\_  
b. b. After Salad \_\_\_\_\_ b. Background Music Only \_\_\_\_\_  
c. c. Other (please specify) \_\_\_\_\_ c. Background Music w/announcing \_\_\_\_\_

(includes brief announcement of cake cutting - no further

comments made)

9. 9. Time of Bride & Groom's First Dance (check one): \_\_\_\_\_  
a. a. Immediately Following Introductions \_\_\_\_\_  
b. b. After Cake \_\_\_\_\_  
c. c. Other (please specify) \_\_\_\_\_

Song Selection for Bride & Groom's First Dance: \_\_\_\_\_ (please provide song title & artist)

Important: Does your First Dance Song Selection appear on your band's current play list? Y  
N  
If not, is this selection a song the band has agreed to learn for you? Y  
N  
Or will you be providing the bandleader with a Tape or CD to be played at your event? Y  
N

**NOTE:** Most bands will agree to learn **ONE** song for you, as long as it is a song that fits into the band's musical repertoire & vocal range. If the band is asked to learn a song, it is the Bride and Groom's sole responsibility to supply the bandleader with a Tape or CD of the song, along with the sheet music, a minimum of **THREE** months prior to the wedding. This time frame affords the band ample time to rehearse the song thoroughly before your event. If this time deadline is not met, the band will not be able to learn a song and the Bride and Groom will therefore need to select a song from the band's song list or provide the band with a Tape or CD to play at the event.

10. 10. Bride to dance with Father? Y N  
Song Selection for Bride / Father Dance: \_\_\_\_\_ (please provide song title & artist)

Does your Bride / Father Song Selection appear on your band's current play list? Y  
N  
If not, is this selection a song the band has agreed to learn for you? Y  
N  
Or will you be providing the bandleader with a Tape or CD to be played at your event? Y  
N

11. Groom to dance with Mother? Y N  
Song Selection for Groom / Mother Dance: \_\_\_\_\_ (please provide song title & artist)

Does your Groom / Mother Song Selection appear on your band's current play list? Y N  
If not, is this selection a song the band has agreed to learn for you? Y  
N  
Or will you be providing the bandleader with a Tape or CD to be played at your event? Y  
N

12. Entire Wedding Party to be invited to dance? Y N  
Song Selection for Wedding Party Dance: \_\_\_\_\_ (please provide song title & artist)

Does your Wedding Party Song Selection appear on your band's current play list? Y  
N

If not, is this selection a song the band has agreed to learn for you? Y  
 N  
 Or will you be providing the bandleader with a Tape or CD to be played at your event? Y  
 N

13. 13. Are the centerpieces to be given away? Y N If so, how?  
 14. 14. Birthdays or Anniversaries to be announced? Y N If yes, who?  
 15. 15. Throwing of the Bouquet / Garter? Y N If yes, when?  
 16. 16. Will Bride & Groom be changing for the last dance? Y N  
 17. 17. Method for the Last Dance? Friendship Circle : Bride & Groom slow dance in circle and then say goodbyes.  
 Y N  
 Circle dance and then eventually invite everyone to join in for last dance. Y  
 N  
 Announce last song only with everyone invited to dance. Y  
 N

Song Selection for Last Dance: \_\_\_\_\_ (please provide song title & artist)  
 Does your Last Dance Song Selection appear on your band's current play list? Y  
 N  
 If not, is this selection a song the band has agreed to learn for you? Y  
 N  
 Or will you be providing the bandleader with a Tape or CD to be played at your event? Y  
 N

**Future Mailing Address for Bride & Groom:**

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